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Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030038-8

18 August 1977

MEMORANDUM FOR: Acting Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 18 August 1977

1. (U/AIWO) Retirement Activity: Since the official announcement concerning discontinued service was issued on 10 August 1977, our Retirement Operations Branch has experienced a dramatic 100 percent increase in requests for annuity estimates. Applicants for disability retirement have also noticeably increased in number.

2. (U) Minority Recruitment -- Job Fair: Recruiter and Agency EEO officers [REDACTED] and [REDACTED] represented CIA at the National Convention of Delta Sigma Theta, a public service sorority of Black professional women, which was held from 6-12 August at the Denver Convention Complex. The event, attended by some 4,000 persons, was amply covered by the Denver area news media. Our representatives set up an exhibit focusing on professional careers for women in the Agency. The exhibit and the presence of our representatives were well received by the delegates, many of whom expressed surprise that professional opportunities existed for women in the CIA. As a participant in the Convention's Job Fair from 9-11 August, [REDACTED] interviewed and gave application forms to 20 Black professionals who expressed interest in Agency employment. Their academic backgrounds included mathematics, computer science, political science, personnel management and law. Many whose backgrounds did not relate to our needs said they would inform friends of our recruitment requirements. Other employers represented at the Job Fair included IBM, NCR, ARCO, Western Electric, the U.S. Civil Service Commission, IRS and NIH.

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3. (U) Special Recruitment: Recruiter [REDACTED] of our [REDACTED] office has been in touch with officials of the Autonetics Group of Rockwell International, which is currently undergoing cutbacks on the West Coast, in search of possible candidates for the Electronics Branch of the Office of Scientific Intelligence. We are seeking individuals with experience in the analysis of foreign ballistic and cruise missile guidance technology.

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4. (U) Briefing: School counselors Ms. Mary Lee Mannina and Ms. Carol Cook from the Montgomery County School System were briefed during the week at our Washington recruiting office regarding the types of academic pursuits appropriate to high school students interested in careers in intelligence.

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5. (U) Performance Evaluation: [REDACTED] (Deputy Director of Personnel for Plans and Control), [REDACTED] of our Review Staff, and two OMS/PSS representatives visited the Institute for Creative Leadership in Greensboro, North Carolina on 12 August. The purpose of the trip was to determine what information might be gained from the Institute that would benefit the Performance Evaluation Task Force.

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6. (U/AIUO) Military Detail: [REDACTED]. [REDACTED] entered on duty on 11 August 1977 for assignment to NIO.

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[REDACTED]

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8. (U) Summer-Only Employees: Preparations are being made to exit-process 46 Summer-Only's on Friday afternoon, 19 August, in the auditorium.

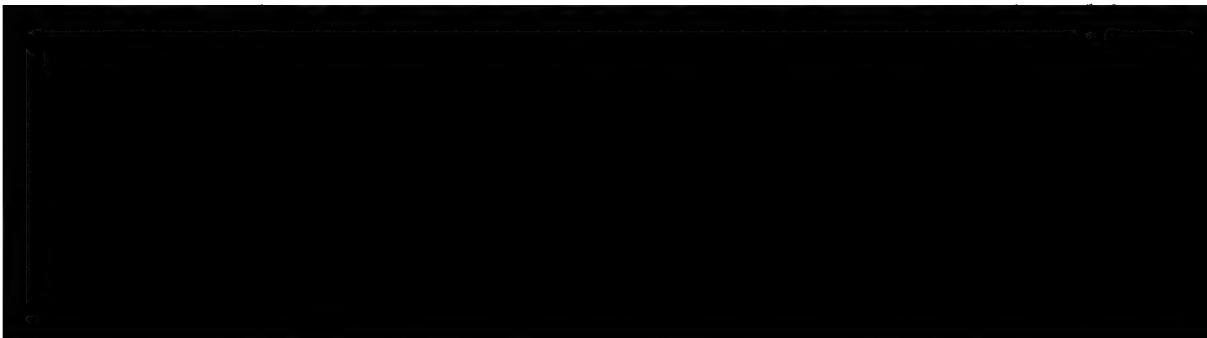
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9. (U) Benefits Weeks -- Successful: Benefits Week has been extremely well received thus far. Many favorable comments were voiced by employees, and they have taken full advantage of the many handouts made available. As an indication of retirement interest, in just two days of operation of the exhibit, requests for retirement booklets were overwhelming. A total of 777 (404 CIARDS and 373 CSC) booklets was distributed.

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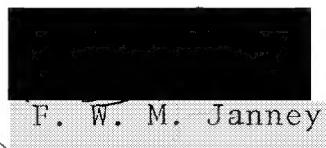
11. (U/AIUO) Consultants: The justification for use of consultants for FY 1978 has been prepared and forwarded to the Acting DCI. Of the 59 consultants currently on board, 46 are being recommended for continuation.

12. (S) Rehired Annuitants: See attached report.

Coming Events:

Our annual Recruiter Conference will be held from 19-23 September. The agenda for the conference is being prepared, and invitations are being extended to certain Agency officials and various participating offices. An important consideration in the current planning is the field recruiters' interest in substantive briefings by DDS&T officials that they may better understand the functions of that Directorate.

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Att

F. W. M. Janney

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25X1A OD/Pers/ [REDACTED] mm (18 Aug 77)

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17 August 1977

WEEKLY REPORT OF REHired CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (15-19 August 1977) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Acting Deputy Director for Administration:

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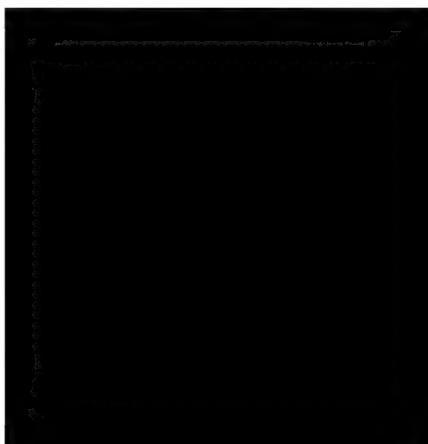


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- Independent Contractor, [REDACTED] one-year extension. 25X1A
- Contract Employee, SE Division, one-year extension.

2. (S) The following rehired civilian annuitant cases were terminated:

DDO  
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- Independent Contractor, EUR Division, terminating 22 August 1977.
- Independent Contractor, EUR Division, terminating 31 August 1977.
- Independent Contractor, EUR Division, terminated 10 August 1977.
- Contract Employee, EA Division, terminating 28 August 1977.
- Independent Contractor, NE Division, terminated 15 August 1977.

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- Independent Contractor, EUR Division, terminated 30 June 1977.
- Independent Contractor, [REDACTED] [REDACTED], terminated 31 May 1977.

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